

STATEWIDE  
*Arizona Air National Guard*  
Active Guard/Reserve (AGR) Announcement  
JOINT FORCES HEADQUARTERS/HRO  
5636 East McDowell Road, Bldg M5710  
Phoenix, Arizona 85008-3495  
PHONE (602) 629-4826: DSN 853-4826  
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER:  
18-049A

OPENING DATE:  
4-Jan-2018

CLOSING DATE:  
19-Jan-2018

POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:  
Quality Assurance Specialist, D1818000, E-5/SSgt - E-6/TSgt, MPCN: 01036896

**\*\*Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.\*\***

APPOINTMENT FACTOR:  
OFFICER ☐ ENLISTED ☒

AFSC:  
2AXXX

ASVAB:  
M-47

LOCATION OF POSITION: 162nd Wing, Tucson, Arizona

**AREA OF CONSIDERATION:** This position is the Active Guard and Reserve Force and is **open to current members of the (All Units), Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. PCS funds are authorized.

**NOTE:** This position is subject to rotating or night shift work.

**NOTE:** Military grade will be determined at time of selection and is dependent upon military positions available on the Unit Manning Document (UMD). Individual selected may have to be reduced in grade if a military position at their current grade is not available in order to be selected for this fulltime position.

**NOTE:** Position MAY not exceed 3 years pending Air Component Commander approval.

**NOTE:** Must possess AFSC 2A0X1,2A37X,2A67X,2A7X1,2A7X3,2WX7X.

**INSTRUCTIONS FOR APPLYING:**

**Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:**

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.
- Detailed Resume
- AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. For Enlisted Members, documents MUST show your ASVAB scores.
- Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.

Copy of AF Form 422, Physical Profile Serial Report and DD Form 2992 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.

**The following documents are not required but strongly recommended for validation of experience/education:**

- Letter of verification of Security Clearance from local Security Manager.
- AZ Form 34-1, Arizona AGR Application Supplement
- AZNG Form 335-1-R, Military Brief

**APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must be postmarked No Later Than the closing date on this announcement.** The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for individuals who are deployed or assigned OCONUS. Please send electronic package, including a copy of deployment orders, by clicking the "Contact Us" link on the Dema.az.gov website then clicking AZNG Human Resources Office link. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

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#### **NATIONAL GUARD REQUIREMENTS:**

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. If selected member is pregnant, orders may commence as long the member can safely perform duties within the restrictions of the AF 469 and with chain of command approval.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a Statement of Understanding prior to the closing date of this announcement. If selected you must submit a Waiver for Exceptional Circumstances through the HRO remote to the HRO for approval. Waivers must justify why it is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.20.1 of ANGI 36-2101.
7. Individuals selected for Control Grade positions are subject to Control Grade availability.

**Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program**

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**EVALUATION PROCESS:** Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

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**EQUAL OPPORTUNITY:** The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

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#### **KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:**

**Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.**

1. Knowledge of the entire maintenance quality assurance program to include the full range of principles, concepts and methodology, Maintenance Standardization Evaluation Program (MSEP).
2. Knowledge of the techniques used to identify and troubleshoot ETOOL/IPAD hardware and software malfunctions.
3. Comprehensive knowledge of the practices, policies and procedures of related functional and administrative activities of the Technical Order Distribution Office (TODO).
4. Broad knowledge of the practices, policies and procedures of related functional and administrative activities such TCTO and QDR process and the interface/coordination with depot engineering and supply process.
5. Broad knowledge of Higher Headquarters regulations and instructions, local directives including Wing Instructions, Maintenance Instructions, Technical Orders, and Military Specifications.
6. Ability to communicate effectively both written and oral.

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**SPECIALIZED EXPERIENCE:** Must have 36 months experience, education, or training involving a thorough knowledge of product or range of products involved, special processes, test and performance requirements; and skill in developing plans and programs. Experience possessed by an expert in the area of specialization able to give technical direction to otherwise competent workers. Experience in dealing with management principles and supervisory responsibility for the function required by type of position to be filled and organization involved.

**BRIEF JOB DESCRIPTION:** This position is located in an Air National Guard Aviation Wing, Maintenance Group. The primary purpose is to serve as the Technical Order Distribution Office Manager for RNLAFA Program. Serves as the primary technical advisory process in the maintenance organization designed to assist maintenance managers. Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters. Maintenance Standardization Evaluation Program (MSEP): Administers, evaluates, and coordinates a comprehensive quality assurance, maintenance standardization, and inspection program for all areas of the maintenance organization, all maintenance disciplines, job series and Air Force Specialty Codes (AFSCs). Monitors and assesses the organization's quality program and elements of the program to gauge compliance with directives and established processes. Utilizes data collection techniques and procedures for evaluation, inspection, and audit programs, evaluates the results and determines the appropriate and

effective method and format for presentation to higher-level management. Collaborates with the Maintenance Group Commander, Maintenance Squadron Commanders, and Quality Assurance Supervisor to plan, develop, implement, inspect, and report numerous critical compliance issues. Reviews wing depot-level assistance requests developed in accordance with tech orders. Prepares and reviews Product Quality Deficiency Reports (QDR) prior to releasing to the Air Logistics Center (ALC) or Aircraft Sustainment Group and performs exhibit-processing oversight by coordinating with ALC and Logistics Readiness Squadron to ensure proper exhibit control and handling. Serves as the authority for determining applicability of Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI). Manages the Technical Order Improvement Program and Suggestion Program for the Wing. Executes a Quality Assurance Surveillance Plan (QASP) to monitor Contractor Logistic Support (CLS) aircraft or Contract Field Team (CFT). Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and compliance. Manages and conducts quality verification inspections and surveillance inspections of conventional weapons systems and components. Other duties as assigned.

**SELECTING OFFICIAL:** CMSgt Terry Oliver (terry.l.oliver6.mil@mail.mil /295-6332)

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